

EAST VALLEY SENIORS TENNIS LEAGUE**BYLAWS**

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EAST VALLEY SENIORS TENNIS LEAGUE

BYLAWS

I. MEMBERSHIP

- A. Membership shall be vested in those participating clubs identified in the “Constitution” in addition to any changes of membership approved hereafter.
- B. Each participating member club shall be allowed one voting member at all league meetings. “Conditional member clubs” will be allowed one voting member each, but will be “abstained” on certain issues, as determined by member clubs.
- C. Each member club shall be considered a member in perpetuity, unless self-withdrawn or terminated for cause by two thirds vote of a quorum membership.
- D. New clubs may be added to the league after they submit a written petition to join, are evaluated by a “Special Committee” appointed by the league president, and then approved by a majority vote of the member clubs with a quorum present and voting.

II. FINANCES

- A. The EVSTL is a non-profit organization, staffed and operated by member club volunteers only.
- B. Expenditures are limited to league operation expenses only.
- C. An annual fee of \$20.00 will be levied from each member club to be used for EVSTL operational expenses. The treasurer collects these fees at the October EVSTL meeting of each year. The executive committee will have the authority to request an increase as may be needed, however, final approval of any fee change must have a majority vote of the member club presidents.
- D. Tencap fees are assessed and paid by respective clubs on a per player basis as of the March census. The treasurer collects the Tencap fees at the March membership meeting for league play for the following season.

III. MEETINGS

- A. Three “regular” meetings will be held each league season, namely during the week prior to league play in the fall, the last week in January and the week following the conclusion of league in spring.
- B. The league president, as necessary, to act on league affairs, may call “special” meetings. A ten-day notice will be given before any such meeting. Notification shall be considered given when one “member club” officer from each club has been contacted by any league officer.
- C. Non-representation of any “member or conditional member club” shall not invalidate that meeting, as long as, a quorum membership is in attendance.
- D. Fifty percent of the “member clubs” present at any league meeting shall constitute a quorum.
- E. Motions shall be considered “passed” when a majority of the quorum vote is in favor of the motion. If there is a tie vote, the league president or presiding league officer will cast the

deciding vote.

- F. Members of the executive committee may propose motions at regular or special meetings of the membership but have no vote on matters before the membership, except as in paragraph E. above.

IV. ELECTION OF OFFICERS

- A. The league officers shall be elected annually at the January meeting.
- B. The officers shall consist of a president, vice president, a secretary-treasurer and a scheduler. The president and the vice president shall not be from the same member club. Conditional club members shall not hold any league office.
- C. Newly elected officers shall assume office April 1 and serve through March 31
- D. If there is an officer vacancy during a term, other than the president, the remaining officers shall appoint a replacement. The vice president automatically succeeds as president should that office become vacant during tenure.
- E. League officers need not be designated voting members of their respective clubs.

V. DUTIES OF LEAGUE OFFICERS

A. President

1. Structure the agenda and preside at all league meetings.
2. Call special meetings as required.
3. Appoint committees as necessary or as prescribed.
4. Act as business administrator on matters relating to league operations.
5. Enforce the Constitution and Bylaws.

B. Vice-President

1. In the absence of the president, perform the duties of that office.
2. Assure that rating statistics (see IX. K.) from each park are submitted to the web site manager at the end of each league season. If a player met the guidelines to move and did not, inquire as to why not.
3. In March, the vice president will coordinate a census for the league. When complete, a report will be submitted to the website manager for posting on the website.
4. Perform other league duties as requested by the president. Serve as ex-officio chairperson of the advisory committee when called upon by the president.

C. Secretary-Treasurer

1. Keep minutes of all league meetings. Submit final copy of minutes to the EVSTL president for approval, after which submitting a copy to the website manager for posting on the website.
2. Act as treasurer in league financial matters.
3. Assist in other league administration as requested by the President.

D. Scheduler

1. Prepare league team play schedules and submit schedules to the website manager for posting on the website.

2. Create all league team play matches in the Tencap system.
3. Ensure that the Member Club Information” (MCI) from each park has been updated on the EVSTL website prior to the annual March meeting. If changes are made ensure that the updated “MCI” from each park has been updated before August_1.
4. Ensure that current team rosters from each park are updated on the EVSTL and Tencap web sites by August 1.

VI. COMMITTEES AND APPOINTMENTS

A. Executive Committee

1. The executive committee will consist of the president, immediate past president, vice president, secretary/treasurer, and the scheduler.
2. The president will call special meetings of the executive committee, when deemed necessary, to discuss and resolve EVSTL issues.
3. The executive committee will enforce the EVSTL Bylaws and Constitution.

B. Advisory Committee

1. The committee will consist of five club presidents and the EVSTL vice president. The vice president will serve as chairperson (ex-officio).
2. The advisory committee members are selected by the president on a rotating basis in alphabetical order of club names.
3. The members will serve from April 1 to March 31 of each year.
4. Duties: At the direction of the president the advisory committee will review specific EVSTL issues, discuss possible solutions and present recommendations to the president. The president will then present those recommendations to the executive committee for appropriate action.

C. Nominating Committee

1. The president will appoint three club presidents to serve on the nominating committee before the first week in January.
2. A chairperson will be established by the three members.
3. The committee will present the nominees for each office at the January meeting when elections will be held.
4. Floor nominations will be allowed.

D. Web Site Manager

1. The executive committee will appoint a member of EVSTL to the position of the web site manager.
2. Duties: To manage the EVSTL web site, update club information, bylaw revisions, and all other aspects pertaining to EVSTL business.

E. EVSTL Beginner’s Coordinator

1. The EVSTL president will appoint a Beginner’s Coordinator at the beginning of each season.
2. The duties of the Beginner’s Coordinator are:
 - a. Communicate with the Beginners’ team captains to ensure each club has a good

Beginner's program in existence, including instruction and practice sessions for the players.

- b. Hold Beginner Captains' meetings as necessary to strengthen the programs and/or discuss any other pertinent information that may be useful to the captains and/or the players.
- c. As deemed necessary, submit progress reports to the president.

F. Tencap Advisory Committee

1. The president will appoint league members to a Tencap Advisory Committee at the end of each season.
2. The president will appoint a Tencap Network Administrator at the conclusion of each season who will be a member of and work with the committee.
3. The administrator will communicate with and coordinate with the club Tencap coordinators to insure the training and use of the Tencap system work well in the league.

G. Opportunity Match Administrator

1. The president will appoint an Opportunity Match Administrator at the conclusion of each season.
2. The OMA will recommend coordinators at each level to the president who will confirm the appointments.
3. The OMA will communicate with and coordinate with the respective Opportunity Match Coordinators for each level to ensure the Opportunity Match system works well throughout the league.

VII. TEAM MEMBERSHIP REQUIREMENTS

A. To form a traditional team, a club must roster, at a minimum, the following number of players:

Level 1.5: 4 men, 2 women

Level 2.0 – 4.0: 7 men, 5 women

B. To form a second, third and fourth team, a club must roster, at a minimum, the following number of players:

Second team: Level 1.5 – 4.0: 18 men, 12 women

Third team: Level 1.5 – 4.0: 30 men, 21 women

Fourth team: Level 1.5 – 4.0: 40 men, 28 women

C. Due to gender imbalance, a team can be formed from players of just one gender. To form this team, a club must roster, at a minimum, the following number of players:

Level 4.0: 8 men or 6 women

D. To play a league match, a club shall field, at a minimum, the following number of teams:

Level 1.5 2 men's, 1 women's

Level 2.0 – 4.0: 4 men's, 3 women's

E. Roster players shall be players who are present in the resort and are ready and able to

play, with the exception, of week-to-week injuries. This applies to the December 1 roster and thereafter. If desired, a player who is arriving later may be named on the roster but an * would indicate that he/she is not currently available for play. This person would not be included in the minimum roster number required to form a team. When the player is present and ready to play the * must be removed. Rosters should be updated throughout the year.

- F. Season-long borrowing arrangements (para. VIII.J.3.b.) may be used to supplement existing teams to achieve the minimum numbers.
- G. Individual players who are assigned to another club for an entire season count on the receiving club's roster (para. VIII.J.3.a.).
- H. In the event of a club achieving the required amount of men, but not women (or vice versa), an appeal can be made to the league president or designate who, in consultation with the executive committee, may grant an exception to the bylaw numbers for the current season.
- I. Clubs should maintain accurate rosters on both the club's website and the Tencap team roster page.
- J. Clubs shall establish Beginner level teams for new players who do not have significant prior tennis experience or skills.
 1. The Beginner level of play is to focus on learning the game of tennis through instruction and social play. Emphasis is on learning tennis fundamentals and rules, and less emphasis is on competitive play.
 2. Beginners would practice separately from the 1.5 teams as determined by clubs.
 3. Beginners are encouraged to play social matches to gain experience in combination with continuing instruction and support from the club.
 4. Beginners may substitute in league match play but the match will not count.
 5. Beginners may play social matches on Thursdays concurrent with the 1.5 teams but on separate courts.
 6. Players on the 1.5 level may voluntarily move to the Beginner level, wherein their Tencap rating would go inactive for a period of time during which they do not compete in league matches.
 7. Players may not be a member of the Beginner level and the 1.5 team concurrently.
 8. A player on the 1.5 level may not be required to move to the Beginner level.
 9. When Beginner team captains and coaches recommend that a Beginner player is ready to be promoted to the 1.5 or other level, the club's rating committee shall conduct an on-court evaluation to determine the player's appropriate level of play. The player will then be given a Tencap rating. If the player has an inactive Tencap rating (#6 above) the club shall request a change in the confidence level from the TAC if the on-court evaluation determines that the player (whose Tencap rating has been inactive) should be promoted to a level beyond 1.5.

VIII. CONDUCT OF LEAGUE TENNIS MATCHES

- A. All matches shall be conducted in compliance with the United States Tennis Association (USTA) Rules and the guidance of the USTA Code of Conduct.
- B. League match play season begins the first full week of November and ends in March of the following year, to run for a 16-week playing period.

- C. Each participating club may field two teams at each rating level with four courts and up to four teams per rating level with six available courts.
- D. Play days are Monday 3.5, Tuesday 2.0, Wednesday 3.0, Thursday 4.0+ and 1.5 play on alternate weeks, Friday 2.5
- E. All parks must start their EVSTL matches at 9:00 A.M. Exceptions will be allowed at those parks where scheduling conflicts require an earlier or later time. Captains should always verify start time when scheduling game with opposing captains.
- F. Each match will consist of two regular sets, but at a 6-6 tie in any set a 12-point tiebreaker game will be played to determine the winner. If each team has won one set then a Coman tiebreaker game will comprise the third and deciding set. An 18-point match Coman tiebreaker will be used at all levels. The winner of a match tiebreaker will receive 2 points and the loser 1 point on the match play log. The match and game win and loss will be recorded for a player's statistics. Both players who win a match tiebreaker, which counts as one game played, will receive 1 extra game win for statistics.
- G. If a match is begun, suspended and then canceled due to weather, no entries are made into the Tencap system.
- H. Matches will not be scheduled during the Christmas and New Year holidays.
- I. Injured Player Policy (Retirement): In the event that a match is stopped due to a retirement, a minimum of one set must have been played to record the scores and then all games played, to the point of retirement, will be recorded. The captain recording the scores must select the team who did not retire as the winner of the match.
- J. Player Shortages:
 - 1. Players may play up to the next rating level in any position due to shortages of players on the higher level team. The opposing team must be notified if this occurs.
 - 2. A captain may bring a player or players from a higher level down to match opponents' individual ratings. The player or players brought down cannot have a rating lower (better) than their individual opponents' ratings.
 - 3. Due to player shortage:
 - a. If a member club cannot form even one team at any given level but has players for that level, those players may play for another EVSTL member club on a "permanent" basis. Those players must commit to playing for the one team for the season and must be placed on that team's roster. (Note: All players must be a resident of an EVSTL member park). Alternatively, the member club short a few players to form a team may borrow players on a "permanent" basis from another club to fill out a team. Again, those players must commit to playing for that one team for the season and must be placed on that team's roster. Both clubs must approve player transfers.
 - b. If a member club has a shortage of players at a given level but has players for that level, the club may arrange with another club to borrow players for that level on a continuing basis throughout the season to meet minimum team membership and match requirements. Individual borrowed players are not required to play each week with the borrowing club but may be rotated with other borrowed players. A written agreement between the two clubs regarding the borrowing arrangement is recommended.
 - c. 4.0 teams with a shortage of players may borrow from a "bye" team or from another EVSTL member team with excess players, on a "temporary" basis. Note: Only 4.0 captains (or co-captains) are allowed to contact other captains (or co-captains) to

obtain players for League play.

4. A player must be a member of only one team, unless otherwise provided in these bylaws.
 5. Club teams are allowed to borrow players from their sister team(s) to meet matchup requirements. "Sister teams" are defined as two or more teams from a club at the same level/gender.
- K. Opportunity matches. Players who are scheduled to sit out league matches may play "opportunity matches" at levels for which a coordinator is available and guidelines are followed. Guidelines for opportunity matches are in Attachment A to these Bylaws.

IX. PLAYER RATING PROCEDURES

- A. Each club shall use league play experienced rating verifiers from their own club to rate their players using the National Tennis Rating Program (NTRP) guidelines. To ensure new players are placed in the appropriate level, the member park's rating committee should give them an on-court rating evaluation. This rating will be converted to an initial Tencap rating. Players who transfer between clubs within the EVSTL maintain their Tencap rating. The receiving club determines the level of play.
- B. Attachment B defines the rating levels in Tencap utilized by the EVSTL.
- C. Returning Players: If a returning player was unable to play in the previous season, the member park's rating committee shall give the player an on-court evaluation. If the evaluation determines a change to the player's level of play, the club may request a change to the player's Confidence Level. The Tencap Advisory Committee must approve any changes to Confidence Levels.
- D. Players shall be placed on a team roster on a rating level in accordance with their Tencap rating and will remain on that rating level for the balance of the season unless otherwise provided in these Bylaws. An exception that could apply and must be approved by the player's club leadership would be if a player's Tencap rating is one point away from or into the next rating level at the end of a season, then the player could be assigned to either level at the discretion of the club's leadership. The player's Tencap rating would not be changed.
- E. Players shall not play on a level that is lower than their team level unless otherwise permitted in these Bylaws.
- F. Move-Up Criteria:
 1. At the end of a season, a player who has earned the Tencap rating for the next higher level with a confidence level of 80% or higher shall move to the next higher level.
- G. Move Down Criteria:
 1. At the end of a season, a player who has earned the Tencap rating for the next lower level with confidence level of 80% or higher shall move to the next lower level unless otherwise provided by these bylaws.
 2. A club may not move a player down to a lower level of play for any reason other than long-term health issues, disabilities due to the aging process, or as noted in the move-down criteria section IX.G.1 above. If a club keeps/moves a player at/to a level that does not reflect their rating because of long-term health issues, disabilities due to the aging process or as noted in the move-down criteria Section G.1 above, this player will not be allowed to use this exemption again within 12 consecutive months. The Player will be required to play at his/her official tencap-rated level. This same player, however,

will be eligible for a mid-season move if he/she meets the required criteria noted in Section IX.H: Voluntary Mid-Season Move Ups and Move-Downs.

- H. No player will be allowed or required to move more than one skill level per season regardless of the Tencap rating. Exceptions may be requested by a club's president to the EVSTL Tencap Advisory Committee. The Committee's decision will be final unless appealed to the EVSTL president.
- I. When two teams at the same level from the same club are scheduled for league play against each other, prior to start of play, the two captains shall determine whether or not to record the match statistics in the Tencap system.
- J. When players who have been borrowed by an opposing team are scheduled to play against their club team, the two captains shall determine whether or not to record the match statistics in the Tencap system.
- K. Rating statistics report: Each club shall submit to the incoming Vice-President, within a month of the end of spring season, a list of their club players who are assigned to teams in a level that does not reflect their tencap rating. An explanation why that player is not playing in the appropriate level is required in the report to the Vice President.

X. TEAM CAPTAINS (TC)

- A. A team captain shall be designated for each team roster.
- B. Captains must be familiar with the USTA Rules, Code of Conduct Guide, EVSTL Bylaws, and Constitution. A copy of the USTA Rules shall be available at each match
- C. Captains' Procedures for Use of the Tencap Rating System are in Attachment C to these Bylaws. Team captains are to observe the Captains' Procedures in arranging matches to achieve fair and competitive play.
- D. Captains should co-arbitrate "on-court" disputes during matches. Do not disregard or abridge USTA rules in decisions.
- E. Team captains shall also:
 1. Provide new balls that can be used for no more than two matches that day.
 2. Provide coffee and refreshments as appropriate.
 3. Provide on court scorekeepers for each match (optional for add-on or extra matches) for all 3.0 players and below matches. Scorekeepers for 3.5 and 4.0 matches are at the discretion of the team captains. Scorekeepers shall call out the score after each point. Scorekeepers will not make any line calls, referee rulings, provide coaching or otherwise influence the players.
- F. Team captains are the "key link" in the chain of league success. Knowledge of the rules, fairness, sportsmanship, flexibility and a cool head are the best tools of the team captain.

XI. USE OF THE TENCAP RATING SYSTEM

- A. The Tencap rating system is the only rating system to be used by all member clubs beginning the 2016-17 season. All member clubs shall use the Tencap system to arrange matches and provide for player move-ups and move-downs.
- B. The league president will name members to a Tencap Advisory Committee that will oversee the implementation and coordination of the Tencap system. It is required that each member club name a Tencap Coordinator to facilitate communication and coordination between the EVSTL committee and the club's leaders and members.

- C. Member clubs will enroll all of their EVSTL league players into the Tencap system. Only players registered with Tencap are eligible for league play.
- D. Member clubs shall provide pre-season training to team captains regarding the proper use of the Tencap rating system. The focus of this training should be on accessing and utilizing the Tencap system, arranging fair and competitive match play, and recording accurate scores.
- E. The Tencap Advisory Committee may make interpretations and issue directives to member clubs regarding the use of the Tencap rating system, as approved by the executive committee, as needed throughout a season to maintain or enhance fair play. Such directives will not require revisions in these Bylaws prior to implementation by the member clubs, although revisions to the Bylaws regarding Tencap rules and guidelines may be updated at the March meeting of the membership each year, if necessary.
- F. Captains' Procedures for Using the Tencap Rating System are in Attachment C to these Bylaws. Team captains are to observe the Captains' Procedures in arranging matches to achieve fair and competitive play. Captains' Procedures may be modified or adjusted throughout a season to achieve fair and competitive play as noted in XI.E.

XII. COMPLIANCE AND APPEAL PROCEDURES

- A. All clubs shall follow the requirements in these Bylaws. Violations will be referred to the EVSTL president through a club president for review and action. The president will conduct a review of the possible violation and will consult with the executive committee when appropriate. Possible action may include discussions with the club leadership to resolve a problem, reducing the number of club teams, modifying the league schedule, or other actions to maintain fair and consistent competitiveness and play.

Appeal procedure: An appeal of the decision of the president as a result of XII.A may be made by presenting such appeal to a meeting of the executive committee. The decision of the executive committee is final.

- B. A problem which is considered to be a continuing or serious violation of league rules, Bylaws or Constitution, and which cannot be resolved among the concerned clubs, shall be referred to the president in writing from or through a club president.

The president, under the authority of Article V, shall conduct or cause an investigation of the problem and shall consult with the executive committee prior to issuing a decision. The president shall then render a decision regarding the problem, which shall be binding on the league clubs.

Appeal Procedure: An appeal of the decision of the president as a result of XII.B must be made in writing to the president, who shall present the appeal at a special meeting of the league members. The final decision will be made by a vote of the member clubs. A two-thirds majority of the clubs present and voting is required to overturn the president's decision. This is an exception to Section III.E.

- C. In the event there is a conflict between EVSTL bylaws and other procedures, guidelines, and/or policies, EVSTL bylaws will prevail.
- D. All matters not expressly covered in the EVSTL bylaws shall come under the jurisdiction of the individual EVSTL member clubs.

XIII. PROCEDURES FOR AMENDING BYLAWS

- A. Only club presidents (or their designees) and EVSTL executive committee members may

submit proposals for amending the bylaws.

- B. All bylaw proposals must go through the league president so that they can appear on the EVSTL meeting agenda.
- C. Proposed changes are discussed and modified, if necessary, at a regularly scheduled meeting.
- D. After discussion and modification, the club presidents must vote on whether to forward them for final approval at the next EVSTL meeting.
- E. All approved amendments take effect the following EVSTL season unless at least 75% of the club presidents (or their designees) vote to implement them at a different time.
- F. To temporarily suspend all or part of any bylaw requires the approval of the president.

Attachment A: EVSTL Opportunity Match (OM)

1. The OM will be open to any player throughout the league who has been scheduled to sit out in a given week. It will be up to each club to see that all the players on a given team get their equal share of league matches during the year.
2. Players will be sent to and sent from the pool of players as two person teams from the same club or as single players.
3. Play will always be on the same mornings as the league matches. The matches will always be set up as one club against another club or two single players from different clubs against a third or fourth club. They will be randomly chosen to get the ten cap ratings as close as possible. No team or single player will be allowed to compete against their own club .
4. There could be, on occasion, a team that will not get to play during a certain week due to the above. A team with the lowest OM participation will always have priority.
5. Scorekeepers will be required at levels of 3.0 and lower.
6. Captains of each team participating in the OM on a given week will add their teams wanting to compete, with their names and Tencap ratings, on the work sheet by noon of the second day before the match day. This will be the same for captains needing teams from this pool for their league matches. Each level will have its own work sheet.

Coordinators duties (CO):

1. Will set up the matches using the OM guidelines.
2. Will send teams or single players to clubs requesting them for their league matches .
3. Will let each captain who has sent teams or requested teams, using the work sheet, e-mails, or phone calls, know where and when each of their teams will be playing, who will be responsible for balls, and score keepers, if applicable, by noon of the day before match day.
4. Will be present at the courts where these matches will take place to answer questions, handle problems that may arise, direct the scorekeepers, and manage the scorecards.
5. Will set up and record the matches in Tencap.
6. Will follow the same rules as league play.

Attachment B: Tencap Rating Levels Utilized by EVSTL

NTRP	Old EVSTL Position	Tencap
1.5(77-70)	Weak	77
	Average	74
	Strong	70
2.0(69-62)	Weak	69
	Average	65
	Strong	62
2.5(61-55)	Weak	61
	Average	58
	Strong	55
3.0(54-48)	Weak	54
	Average	51
	Strong	48
3.5(47-41)	Weak	47
	Average	44
	Strong	41
4.0(40-34)	Weak	40
	Average	37
	Strong	34
4.5(33-27)	Weak	33
	Average	30
	Strong	27

Attachment C: Captains' Procedures for Using the Tencap Rating System

Team captains are the most important factor in providing tennis matches that are fair and fun by allowing for competition between opponents who are equally skilled. Captains should be familiar with the EVSTL bylaws and, in particular, Section X Team Captain responsibilities.

The captain's top priorities include:

- Keeping matches fair and fun;
- Keeping individual team pairings competitively balanced;
- Encouraging individuals to play with multiple partners;
- Working with the opposing captain to develop match-ups that will produce most-balanced matches.
- Working to ensure a minimum of player sit-outs by bringing up players and utilizing the Opportunity Match program to ensure each player has the opportunity to play every week.

The benefits of using the Tencap system include:

- Captains have access to information that identifies the players' abilities as well as the opponents' abilities
- a simple and efficient method to enter and verify match scores, and
- a comprehensive and consistent rating system for all clubs to follow.

The goals of the EVSTL are to have fair and competitive matches throughout the league and to give all players the opportunity to play league matches every week. In the Tencap system, information is available to help the EVSTL captains plan for fair and competitive matches between players. The emphasis is on fair play between individuals and not winning the overall match between clubs.

Each EVSTL club must ensure sufficient orientation and training of team captains to achieve these goals and priorities. Training of first-time captains is essential for the successful implementation of league match play. This training should be provided prior to the start of each season.

The Tencap Coordinators of each club are an important resource to the team captains, and they should be available throughout the season to assist team captains in arranging fair and competitive matches. The Tencap Coordinators are encouraged to review matches at each level periodically to ensure the captains have a good grasp on the guidelines and procedures herein.

The Opportunity Match program is an important and integral part of the EVSTL and is to be supported by all teams and players. Captains are to utilize this program to help them minimize any player sit-outs

To achieve the above goals and priorities, the team captains are to follow the Captains' Procedures listed below in arranging for and conducting EVSTL tennis matches. Consistency throughout the league in following these procedures is essential to provide for fair, fun, and competitive matches for all players.

CAPTAINS' PROCEDURES

Section 1: Contacting the opposing captain and arranging matches:

1. Matches should be initiated 6 days prior to actual match.
2. Home team captain initiates contact with the visiting team captain via email, or telephone (email is preferred) to determine number of lines of men and women for the upcoming match.
3. Home team captain is first to put pairings in Tencap 5 days prior to the match.
4. Visiting team captain then responds to home team captain by entering their pairings in Tencap on the same day, 5 days prior to the match.
5. Captains should talk by email (or telephone) as necessary to arrange a fair and balanced match. If either captain wishes to make a change to the lineup after the initial entry, this should be brought to the attention by telephone or email of the opposing captain as to the reason for the change.
6. No changes are to be made to the rosters in Tencap less than 3 days prior to a match except for injuries, absences, etc. Captains must communicate about these changes.
7. Captains sign up players online for Opportunity Matches 3 days from the day of the matches.
8. A minimum of 4 mens and 3 womens matches should be scheduled. Captains should try to accommodate teams that have more than 4 and 3 lines by using play-up/down players, borrowed players, and players from the Opportunity Match pool.
9. More than 4 men's and 3 women's matches are suggested, but no more than two rounds should be played.
10. Captains are to list in ascending order the men's court 1 players, then court 2 players, then court 3 players, then court 4 players, etc. in the Tencap match form according to the Tencap pairing average ratings and the captain's best judgment as to the strength of each team.
11. Captains then list in ascending order the women's court 1 players, then court 2 players, then court 3 players, then court 4 players, etc. in the Tencap match form according to the Tencap pairing average ratings and the captain's best judgment as to the strength of each team.
12. Captains are to keep a hard copy of a Match Play Log for reference when entering match results. Each captain is to sign off on the Match Play Log of the other captain.

Section 2: Putting together balanced partner pairings and match pairings

1. Captains are encouraged to schedule players to play with multiple partners.
2. Captains are to keep partner pairings as close as possible, within 6 rating points if possible. Compute the rating average for the partner pairing.
3. Captains should try to match the opponents' Tencap rating average within 6 points. If this cannot be done, the two captains should discuss possible options.
4. The Tencap system will not count matches that have an average team rating between opponents greater than 10 points; the player Tencap rating number will not be calculated for that match.
5. Captains must indicate in the "Notes" box on the Tencap match page the names of players who may be playing up from a lower level.

6. Captains should designate borrowed players or play-up/down players as “substitutes” on the roster, and remove the “substitutes” following the match to maintain the team roster as accurate as possible unless certain players have the opportunity to play up often.

Section 3: Entering, verifying, and correcting scores

1. Home captain enters the match scores within 24 hours of the end of the match.
2. Visiting captain verifies scores as soon as possible but within 48 hours of the end of the match.
3. Home captain must enter the score for the first set and the second set. If a match tiebreak is played, the home captain enters a ‘1’ for the winner of the tiebreak, and a ‘0’ for the loser of the tiebreak. When the pop up window opens, the actual match tiebreak score is entered.
4. Home and visiting captain should both verify the respective team’s match results, checking names, scores, and tie breaks against the Match Play Log prior to entering or verifying scores in Tencap.
5. Captains must not verify scores without checking all data fields. If a substitute has been used, ensure the name has been changed prior to verification. Once verified in the Tencap system, ratings are calculated and cannot be changed.
6. Each captain retains a hard copy of the Match Play Log.
7. If an incorrect score is entered and then verified, the captain should contact the club’s Tencap Coordinator for assistance.
8. In the event that a match is suspended or canceled due to weather, no scores are entered into Tencap. (See bylaw VIII.G.)
9. In the event that a match is stopped due to a retirement, a minimum of one set must have been played to record the scores and then all games played, to the point of retirement, will be recorded. The captain recording the scores must select the team who did not retire as the winner of the match.

Section 4: Other Considerations:

1. Captains should encourage players to play-up or play-down to the next level whenever appropriate. A player should not be required to have permission of his/her captain to play up or down, although the captains from both levels should communicate as to which players have the best probability of playing a fair and competitive match at the next level using tencap ratings and other relevant factors. A captain may bring a player or players from a higher level down to match opponents’ individual ratings. The player or players brought down cannot have a rating lower (better) than their individual opponents’ ratings.
(Example: There are two 3.0 players on the lineup with a 45 and 47 tencap. The opposing captain can bring down two 3.5 players with rating no lower than the 45 and 47. Example: There are two 3.0 players on the lineup with a 45 and 49 tencap. The opposing captain can bring down one 3.5 that can be no lower than the 45 and match up the other player from his 3.0 team.)
2. Lower Tencap rating numbers are indicative of higher skilled players; higher Tencap rating numbers are indicative of less skilled players. See Appendix B for Tencap rating categories.
3. Players who have Tencap rating that are significantly lower (better) or higher (weaker) than the player’s rating level should be scheduled to play-up or play-down. Play-ups and play-downs are encouraged to ensure fair and competitive matches between clubs. A captain

may bring a player or players from a higher level down to match opponents' individual ratings. The player or players brought down cannot have a rating lower (better) than their individual opponents' ratings. The use of Opportunity Matches by players at levels above or below their current level should be considered if play-up or play-down opportunities are not possible at regularly scheduled club matches.

4. Players with high Tencap rating numbers at their level should not be requested to play up due to the low probability of playing a competitive match at the next level.
5. Captains who have difficulty matching up partners and matches should consult with the club Tencap Coordinator for assistance and guidance.
6. Captains should communicate with captains by either telephone or email. All captains must provide a telephone number and email address. In order to differentiate between the captain and co-captains and coordinators that are listed in the Tencap rosters, note in the telephone section who is captain, co-captain and coordinator for the team. To retrieve telephone numbers, use "Captains Corner."

End